

## **Brigade Combat Team Trauma Training Scheduling and Site Survey**

### **STANDARD OPERATING PROCEDURE**

- 1. PURPOSE.** Provide a standard process for deploying units and personnel to schedule and attend Brigade Combat Team Trauma Training (BCT3) course: 300-68W.
- 2. SCOPE.** This SOP applies only to specified 68W Combat Medics that require pre-deployment trauma training (PDTT)
- 3. REFERENCES.**
  - a. HQDA EXORD 096-09
  - b. BCT3 Site Survey Checklist
  - c. Formal request template
- 4. INITIAL REQUIREMENTS.**
  - a. PDTT is mandatory for all 68W combat medics (level I & II) deploying on or after 01 OCT 09.
  - b. Training audience is 68W skill level 10-40 assigned to Brigade Combat Teams (BCT) and level I / II medical assets in support of a BCT deploying ISO OEF and Operation New Dawn (Iraq). Combat Medics (68W) deploying to theaters other than combat may attend BCT3 on a space available basis.
  - c. All Soldiers attending BCT3 must be 68W MOS Qualified. No other Soldiers in a different MOS may attend this training.
  - d. BCT3 must be accomplished no more than 180 days prior to deployment and remains valid for two years post-completion.
  - e. Commanders will work through their appropriate headquarters to coordinate and schedule training.
  - f. Once BCT3 is scheduled for a unit, all training distracters must be removed from the five day training period. BCT3 is the Soldiers' place of duty and any Soldier who misses more than two hours of training will not get credit for attending.
  - g. The AMEDD Center and School will centrally fund training costs and student TDY for all courses that require Soldiers to train away from their home station and their mobilization station (in Title X Status).
  - h. The Center for Predeployment Medicine (CPDM) will provide training options to personnel who were unable to receive training with their unit, are recent additions to the deployment roster, deploy through the CONUS replacement center (CRC) or have otherwise been identified for deployment and require training.
  - i. BCT3 for OCONUS personnel in Korea, Europe, Alaska, and Hawaii is available but may not include use of live tissue, in accordance with applicable laws of the country and the availability of training models.

## 5. PROCEDURES.

### a. Request for Mobile Training Team

- (1) Deploying units in the ARFORGEN cycle have top priority. Units with an earlier latest arrival date (LAD) have a higher priority than units with a later LAD.
- (2) The Division Surgeon or their designated representative will submit a formal written request no less than 90 days prior to the requested training dates. The request must be signed by the Brigade Commander - no exceptions. This is a high visibility training event which includes sensitive training that the Commander must be aware of upon request. The point of contact on the request should be the BCT Executive Officer, the S3, Battalion Medical Officer or designated action officer. The POC must be available during the pre-mission site survey and the actual training dates to understand the training requirements and address any issues that may arise. (see attached example)
- (3) The formal request must include the following information:
  - a. Primary and alternate training dates
  - b. Primary unit(s) to be trained
  - c. The number of Soldiers to be trained
  - d. Proposed training site on the installation (primary and alternate sites)
- (4) BCT3 will not be scheduled any farther out than 180 days and no closer than 30 days from a unit's LAD. The BCT3 Course Coordinator will work with the unit to facilitate the best available training date(s).
- (5) BCT3 must be scheduled a minimum of 90 days prior to the requested training dates and no more than 180 days from the unit LAD. The sooner a unit begins the scheduling process, the better.
- (6) The BCT3 Mobile Training Team (MTT) can train 120 Soldiers in one, five day training iteration. Most BCTs require two, five day training iterations to meet all PDTT requirements for their unit per DA EXORD guidance.
- (7) Units must have a minimum of 60 Soldiers (68Ws) to be trained in order to request a BCT3 MTT. Units with an approved BCT3 training mission with fewer than 120 Soldiers to be trained must be able to support a full class of 120 Soldiers. The BCT3 Program Manager will fill any seats not used by the unit.
- (8) BCT3 is a five day course and will not be modified. Units must consider Federal and Training Holidays prior to submitting a request.
- (9) Once the formal request has been submitted, it will be validated by the AMEDDC&S G7. Once the deployment and LAD have been verified, the

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request will be approved. This process usually takes no more than 48-72 hours.

(10) All BCT3 MTT Instructor TDY cost is paid for by the AMEDDC&S.

b. Resident Course

- (1) BCT3 is conducted once a quarter at Camp Bullis, TX (north of San Antonio). The primary training audience is COMPO 2 and 3 Soldiers in the mobilization process prior to their deployment.
- (2) The resident course consists of two 5 day training iterations; for 120 Soldiers per week – 240 total. Projected training dates for the calendar year (i.e. 2010) are made available at the beginning of the fiscal year (i.e. 01 Oct 2009).
- (3) The quarterly training dates will be validated and approved 30 days prior to execution based on the requirement. Units/Soldiers requesting training must provide by-name consolidated rosters to First Army Surgeons Office (Division East {301-833-8692} or West {254-553-4577} POC). Those rosters are then provided to the BCT3 Program Manager. Based on the verified number of Soldiers who require training, the AMEDDC&S will approve or disapprove all or portions of the quarterly resident training.

## 6. SITE SURVEY

- a. Once the formal request has been approved a site survey must be scheduled with the primary host unit. The site survey will cover all BCT3 training requirements the unit is responsible for during training.
- b. The site survey must be conducted no less than 60 days prior to the scheduled training dates; it can be sooner.
- c. The site survey will consist of an initial 30 minute in-brief conducted by the BCT3 designated representative. Request that the unit POC, the Bde XO, S3 or their designated representative be present. A successful site survey will lead to a successful and uneventful training event.
- d. It is imperative that the host unit identify an Action Officer/NCO at the same time of the request and ensure this person is dedicated to the BCT3 training mission through its completion. Any deviation from this standard will lead to an interruption in the planning process and unwanted attention from the unit's leadership.
- e. The Action Officer/NCO must provide a student roster to the Course Coordinator no less than 30 days prior to TD01.
- f. There are training requirements that are best managed and supported by the host unit (versus the MTT) due to being stationed on that installation.
- g. The majority of the unit responsibility requirements deal with manpower (non-student) support during set-up, key training events and tear down of site at the completion of training.

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- h. There are some minimal expenses incurred by the unit during the set-up phase. These cost are associated with the live tissue training and normally do not exceed \$2000.00 over a two week period.

### 7. FUNDING

- a. The MTT provides all required training aids and class VIII; there is no cost to the unit other than what is referenced in item 6 (cost related to training identified during the site survey).
- b. Soldiers who are stationed at the installation where the training is being conducted incur no cost.
- c. COMPO I Soldiers who must travel to attend training from another location will have their TDY centrally funded through the AMEDDC&S.
- d. Soldiers who are in Title X and must travel to attend training from another location will have their TDY centrally funded through the AMEDDC&S.

- (1) Unit/Soldier must submit DA3838 to CPDM at least 30 days in advance of the requested training dates. A funding letter will then be provided and the Soldier(s) unit will coordinate travel.
- (2) Soldiers who are in Title 32 (pre-mobilization) will have their training funded by their unit/state.
- (3) All Soldiers should be issued a Government Travel Card at least 30 days prior to training. Soldiers who go TDY to a BCT3 location without a GTC or an advance travel pay inevitably face financial issues while TDY.

### 8. Scheduling point of contact

CPDM POC for scheduling training is the BCT3 Course Coordinator:  
Mr Armand A. Fermin, com (210) 808-4915, [armand.fermin@amedd.army.mil](mailto:armand.fermin@amedd.army.mil) or [BCT3@amedd.army.mil](mailto:BCT3@amedd.army.mil)

The AMEDD Center and School G7/Training is:  
Mr. Lawrence k. Araujo, com: (210) 221-7308, [lawrence.araujo@amedd.army.mil](mailto:lawrence.araujo@amedd.army.mil).

Additional information about BCT3 and other Center for Predeployment programs can be found at: <http://www.cs.amedd.army.mil/Deployment/default.aspx>, <http://www.cs.amedd.army.mil/Deployment/BCT3.aspx> and